



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Procurement Specialist
Posting Number	PIN # 106407
Department	Department of Finance & Administration
Division	Strategic Purchasing Division
Section	Procurement
Reporting Location	901 Bagby
Workdays & Hours	M-F; 8 a.m. – 5 p.m. *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Coordinates various procurement activities. Develop specifications; review/modify, as necessary, specifications/scope of works from City departments for a wide range of equipment, supplies, high technology goods and services, and maintenance service contracts in accordance with City and State procurement procedures and regulations. Conduct primary and secondary research on market trends and future market conditions for volatile commodities. Develop bid documents, conduct pre-bid conferences, and prepare and issue letters of clarification, as necessary, to published bid documents/specifications. Prepare and maintain solicitation/contract files. Manage the procurement process of various procurement methodologies (RFP, ITB, Best Value, Reverse Auction, etc). Evaluate bid offers/responses to determine the low responsive/responsible bidder(s). Recommend bid/contract award, prepare award recommendations to City Council (Request for Council Action), and upon Council approval, issue the appropriate contract instruments to the contractor(s), supplier(s), and appropriate user departments. Analyze and resolve queries; team with supplier/contractor community and City departments to establish current state-of-the-art procurement methods/processes for commodities and services to avoid/reduce cost.

WORKING CONDITIONS

This position is physically comfortable; the individual has some discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Materials Management, Engineering, Purchasing or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six years of progressively responsible professional experience in purchasing technical materials, equipment and/or services or performing cost benefit and/or services or performing cost benefit and/or specification analyses are required. Professional purchasing experience may substitute for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Strong analytical, business, written and verbal communication skills. Strong background in desktop computing, cost analysis and forecasting. Knowledge of e-Procurement solutions such as SAP, Oracle, PeopleSoft, Enterprise Resource Planning (ERP) Systems, governmental procurement concepts and practices.

SELECTION/SKILLS TEST REQUIRED

None.

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 27	
\$1,678.00 – \$2,337.00 Biweekly	\$43,628.00 - \$60,762.00 Annually

OPENING DATE

August 17, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD is (Telephone Device for the Deaf) 713/837-9471.

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